



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Statistics](#) (BJS) is seeking applications for funding to support efforts for enhancing the capabilities of states to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS). Under this solicitation, funding will be provided to support only (1) the implementation of a new state-level incident-based crime reporting program certified as capable of reporting data to the FBI's NIBRS, or (2) the expansion of an existing state-level crime reporting program currently certified to report data to the FBI's NIBRS. As the principal statistical agency within DOJ, BJS is responsible for collecting, analyzing, publishing, and disseminating statistical information on crime, criminal offenders, victims of crime, and the operations of criminal justice systems at all levels of government. This program furthers the Department's mission by working with the justice community to identify the most pressing challenges confronting the justice system and to provide information in support of innovative strategies and approaches for dealing with these challenges.

2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase I – Support for State Programs

Eligibility

Eligible applicants are limited to (1) the 28 State Uniform Crime Reporting (UCR) Programs identified in the appendix to this solicitation or (2) a state agency in Indiana, Mississippi, or New Mexico (states that currently do not have a state UCR program) that will be officially designated as responsible for collecting incident-based data from local law enforcement agencies and reporting those data to the FBI's NIBRS. These states either do not have an incident-based crime reporting component that is certified by the FBI to submit data to NIBRS, have a program that is NIBRS-certified but fewer than 80% of the law enforcement agencies in the state report incident-based data to the program, or do not have a state UCR program at this time.

BJS welcomes applications that involve two or more entities; however, the State UCR Program or the state agency in Indiana, Mississippi, or New Mexico (as indicated above) must be the lead applicant and other applicants must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

BJS may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 30, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJS contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with other requirements of this solicitation, contact Erica Smith, Chief, Law Enforcement Statistics by telephone at 202-307-0765, or by e-mail at askbjs@usdoj.gov. Include "NCS-X" in the subject line. General information on applying for BJS awards can be found at <http://www.bjs.gov/index.cfm?ty=fun>. Answers to frequently asked questions that may assist applicants are posted at <http://www.bjs.gov/content/ncsx.cfm>.

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Contents

A. Program Description.....	4
Overview.....	4
Program-Specific Information	4
Goals, Objectives, and Deliverables	8
B. Federal Award Information.....	12
Type of Award	12
Financial Management and System of Internal Controls	13
Budget Information	13
Cost Sharing or Match Requirement.....	13
Pre-Agreement Cost Approvals	13
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	14
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	14
Costs Associated with Language Assistance (if applicable).....	14
C. Eligibility Information.....	15
Cost Sharing or Match Requirement.....	15
Limit on Number of Application Submissions	15
D. Application and Submission Information	15
What an Application Should Include	15
How to Apply	22
E. Application Review Information.....	25
Selection Criteria	25
Review Process.....	26
F. Federal Award Administration Information	27
Federal Award Notices	27
Administrative, National Policy, and Other Legal Requirements	27
General Information About Post-Federal Award Reporting Requirements	29
G. Federal Awarding Agency Contact(s)	29
H. Other Information.....	29
Provide Feedback to OJP	29
Appendix-State UCR Programs	30
Application Checklist	33

2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase I – Support for State Programs

(CFDA # 16.734)

A. Program Description

Overview

The Bureau of Justice Statistics (BJS) is seeking proposals from state Uniform Crime Reporting (UCR) programs¹ to expand the state's capacity to report incident-based crime data to the FBI's National Incident-Based Reporting System (NIBRS). BJS has the support of the FBI's Criminal Justice Information Services Division, which established and maintains the NIBRS program, for this project. The FBI is developing a plan to establish NIBRS as the law enforcement crime data reporting standard for the nation, with a complementary plan to phase out the Summary Reporting System of the UCR Program. This will result in an increase in the number of local law enforcement agencies reporting data to NIBRS. The typical mechanism by which a local agency contributes data to NIBRS is through its "state pipeline," whereby agencies report their incident-based crime data to the NIBRS-certified UCR program in their respective state, and the state agency then sends the data from all the state's contributing agencies to the FBI. The FBI advocates the use of the "state pipeline" for crime data reporting. The plan to transition local agencies to NIBRS reporting requires enhancing the "state pipeline" to ensure state Uniform Crime Reporting programs are capable of receiving and processing local incident-based crime data. Enhancing states' capacity to receive and transmit NIBRS data is an effort jointly supported by BJS and by the FBI's Criminal Justice Information Services Division (CJIS). Funding under this solicitation will support (1) state programs that are transitioning from a Summary Reporting System to a system capable of receive state-specific incident-based crime data and report it in the NIBRS format to the FBI; (2) the establishment of a new state program capable of receiving state-specific, incident-based crime data and reporting it in the NIBRS format to the FBI; or (3) the expansion of the capabilities of an NIBRS-certified state program to receive and process more incident-based crime data.

Authorizing Legislation: Under section 302 of the Omnibus Crime Control and Safe Streets Act, BJS is authorized to "make grants to, or enter into cooperative agreements or contracts with, public agencies, institutions of higher education, private organizations, or private individuals" for purposes of collecting and analyzing criminal justice statistics.

Program-Specific Information

The National Crime Statistics Exchange (NCS-X) is an effort to expand the FBI's National Incident-Based Reporting System (NIBRS) into a nationally representative system of incident-based crime statistics. BJS and the FBI are implementing NCS-X with the support of other Department of Justice agencies, including the Office for Victims of Crime. At the outset of the

¹ For the remainder of this document, "state Uniform Crime Reporting program" includes the 28 state UCR programs included in the appendix to this document, as well as a state agency in Indiana, Mississippi, and New Mexico that will be officially designated as responsible for collecting incident-based data from local law enforcement agencies and reporting those data to the FBI's NIBRS.

project, the FBI and BJS signed a joint statement of support for NCS-X (http://www.bjs.gov/content/pub/pdf/NCS-X_FBI_BJS%20Joint_Statement.pdf). The goal of NCS-X is to enroll a sample of 400 scientifically selected law enforcement agencies to submit data to NIBRS; when these 400 new NIBRS-reporting agencies are combined with the more than 6,300 agencies that reported to NIBRS as of 2013,² the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments. These incident-based data will draw upon the attributes and circumstances of criminal incidents and allow for more detailed and transparent descriptions of crime in communities.

The sample-based approach to enrolling new NIBRS reporting agencies will allow the production of national estimates of crime based on incident-based data, while NIBRS moves gradually to becoming the system to which all law enforcement agencies in the United States submit their UCR data. The sample of 400 agencies has been drawn, including a subset of additional agencies held in reserve to replace agencies that may decline to participate and to accommodate other needs for replacement. The list of sample and reserve agencies is available on the BJS website at http://www.bjs.gov/content/pub/pdf/NCSX_sampled_agencies.pdf.

Support for state UCR Programs to collect, process, and report incident-based data to NIBRS

The current mechanism by which local law enforcement (LE) agencies report data to the FBI's NIBRS, in general, is for local LE agencies to submit data to their state UCR reporting program, and then for the state UCR program to report those data to the FBI. While the FBI does accept NIBRS data directly from a small number of law enforcement agencies, the highly preferred route of reporting is through the state UCR program. In total, 33 state UCR programs are certified by the FBI to report NIBRS data to the national system. Those 33 states are divided into two groups. In the first group of 16 states, all the state's LE agencies report NIBRS and other incident-based reporting (IBR) data to the state's NIBRS-certified UCR program. In the second group of 17 states, the state UCR program is certified to report data to NIBRS, but not all of the state's local LE agencies submit incident-based data. The 17 states include (1) 14 states in which less than 80% of agencies report incident-based data; (2) 2 states in which 95% or more of agencies report incident data; and (3) 1 state in which no agencies were selected for the main NCS-X sample. The remaining 17 states and the District of Columbia do not have a NIBRS-certified UCR program. Fourteen (14) of the 17 states report only to the FBI's Summary Reporting System (SRS); and 3 of the 17 have no state-level UCR program at all. The following table provides a list of states by type of crime reporting.

² Total number of NIBRS reporting agencies by state in 2013 is available at <http://www.fbi.gov/about-us/cjis/ucr/nibrs/2013/resources/nibrs-participation-by-state>.

Type of crime reporting, by state		
SRS only	SRS and NIBRS	NIBRS only
AK	AZ	AR
AL	CT/b	CO
CA	KS/c	DE
FL	LA	IA
GA	MA	ID
HI	ME	KY
IL	MO	MI
IN/a	NE	MT
MD	OH	ND
MN	OK	NH
MS/a	OR	SC
NC	PA	SD
NJ	RI/c	TN
NM/a	TX	VA
NV	UT	VT
NY	WA	WV
WY	WI	

Note: Excludes the District of Columbia.
a/ Does not have a state-level UCR program.
b/ No agencies were selected for main NCS-X sample.
c/ 95% or more of agencies report incident data.

This funding opportunity is targeted at (1) establishing NIBRS-certified components in the 14 states that have an established state UCR program but currently report only to the FBI's SRS, and (2) expanding the amount of incident-based data collected in the 14 states with a NIBRS component that receive IBR data from less than 80% of LE agencies. States that currently have no NIBRS program can apply for funding and technical assistance to help them establish a NIBRS component to their state program, with the goal of becoming certified by the FBI to report incident-based data from the state's NCS-X sampled agencies to the national system. States with a NIBRS component that need to expand the number of agencies reporting incident-based data to include the NCS-X sampled agencies can apply for funding to help them manage the strain that the increasing amount of IBR data received from local LE agencies will put on the state's data and technology systems and to address the challenges of increased agency workloads during the transition process.

Encouraging development of state programs and expanding their capacity to receive and analyze incident-based data will build each state's infrastructure, which is consistent with the FBI's approach to obtaining NIBRS data and with the goals of BJS's authorizing statute.³ The state-based approach will provide states with an enduring NIBRS presence that is essential for effectively managing data submissions beyond the initial conversion of sampled agencies to NIBRS, and for understanding and addressing any NIBRS data quality issues that arise in the future. Moreover, the model of state UCR programs is well established. In the majority of states, local LE agencies are currently submitting aggregate (summary) crime statistics to, and have established relationships with, their state's UCR program. State UCR programs support effective management of both the data submission and review process and the analytic use of these data.

Building and enhancing a state data management capacity will establish the infrastructure needed to support the larger NCS-X goal of recruiting an additional 400 scientifically selected local law enforcement agencies to participate in NIBRS in order to generate national estimates of crime based on incident-based data. With certified and capable state UCR programs in place, the sampled agencies that agree to participate in NIBRS will have a place in their state to send their local agency data.

Coordination with and technical assistance from BJS, the FBI, and the NCS-X Implementation Team

NCS-X program activities are coordinated with BJS and the FBI by the NCS-X Implementation Team. This team was established through a competitive bidding process to support the activities required to expand NIBRS reporting to the 400 NCS-X sampled agencies, which includes expanding the state pipeline for receiving and processing incident-based data. A consortium of agencies was chosen to be the NCS-X Implementation Team, led by RTI International, and composed of the International Association of Chiefs of Police (IACP), the Police Executive Research Forum (PERF), the Integrated Justice Information Systems Institute (IJIS), and the National Consortium for Justice Information and Statistics (SEARCH).

Recipients of funds under this solicitation will be expected to consult with the NCS-X Implementation Team for technical assistance and with FBI CJIS Division staff for details about NIBRS certification and other FBI-specific requirements. All states that update or purchase a new system to process IBR data received from local LE agencies will need to obtain NIBRS certification from the FBI, including those that are currently certified.

Funding provided under this solicitation is not intended to cover all costs associated with establishing or expanding a NIBRS-compliant incident-based reporting program. The award funds are intended to cover those costs that are minimally essential for the program activities being proposed. Applications for funding under this solicitation should consider the following information about allowable costs.

³ From 42 USC § 3731, identifying the statement of purpose for establishing the Bureau of Justice Statistics: "...to support the development of information and statistical systems at the Federal, State, and local levels to improve the efforts of these levels of government to measure and understand the levels of crime, juvenile delinquency, and the operation of the criminal justice system... The Bureau shall utilize to the maximum extent feasible State governmental organizations and facilities responsible for the collection and analysis of criminal justice data and statistics."

Under this solicitation, the following costs are allowable:

1. Reasonable costs for software, hardware, and labor that directly support or enhance a state's technical capacity for collecting, processing, and analyzing data reported by local LE agencies and then submitting NIBRS data to the FBI. This includes acquiring software to enable reporting of NIBRS-compliant data to the FBI, and labor and software costs for validation testing to ensure conformance with the NIBRS standards.
2. Costs related to training state-level personnel responsible for the state's IBR program on receiving incident-based data from local LE agencies in their state; processing, analyzing, and validating these data; and submitting data to the FBI according to the NIBRS standard.
3. Costs for the state to train local agencies in how to collect and submit NIBRS data.

Under this solicitation, the following costs are NOT allowable:

1. Funding of staff positions beyond the length of the grant period;
2. Funding to support software maintenance beyond the length of the grant period;
3. Funding to support technical assistance for hardware or software beyond the length of the grant period.

Goals, Objectives, and Deliverables

The goal of this program is to expand the states' capacity to report incident-based crime to the FBI's NIBRS. This goal will be achieved through two primary objectives: (1) successfully design and implement a NIBRS-certified incident-based reporting (IBR) program in states that do not have such a program, or (2) expand the capacity to receive and process additional IBR data in states that have a NIBRS-certified IBR program that receives data from less than 80% of the state's local law enforcement agencies.

Note: BJS will hold a teleconference to enable those potential applicants to ask questions about this solicitation. The date and time of the conference will be announced on the BJS website. If you would prefer an email with the logistics of the teleconference, send an email to askbjs@usdoj.gov and include "NCS-X" in the subject line.

Applicants for this solicitation may apply for awards to support one of two kinds of projects:

1) CATEGORY 1: PLANNING. Project Period: 12 months. Competitive ID: BJS-2015-4253.

Support for state UCR programs that either (1) are in the early stages of establishing IBR capacity at the state level, or (2) do not have a large IBR reporting program (i.e., a limited number of LE agencies currently report IBR data); the programs in either of these two categories are therefore seeking funding to support the process of gathering the information needed to prepare a detailed plan for establishing or expanding IBR reporting in the state.

An application for a planning award should demonstrate how funding will be used to develop a blueprint for establishing or expanding a NIBRS-certified state IBR program. This blueprint must specify the need for and cost of each major component of a state program designed to collect and process incident-based crime data from local law enforcement agencies and then to report NIBRS-certified data to the FBI. These components include, but are not limited to, hardware, software, and telecommunications and bandwidth needs; direct and contractual personnel costs necessary to carry out proposed program activities (not to exceed the length of the funding period); agency staff development and training; and technical support from outside professionals. If the state is not already NIBRS-certified, the

blueprint must also include the recruitment of at least one NCS-X sample agency in the state to assist the state agency in testing data submission in support of the FBI's certification process. Planning Project awards are expected to be completed within 12 months.

2) CATEGORY 2: IMPLEMENTATION. Project Period: 36 months. Competitive ID: BJS-2015-4254.

Support for state UCR programs that already document in sufficient detail the need for and the costs associated with creating a new NIBRS-certified program or expanding an existing NIBRS-certified program at the state level that can receive and process IBR data from the NCS-X sampled agencies in the state, then report those IBR data to the FBI's NIBRS. This does not mean that to satisfy the goals of the implementation award the state UCR program must be collecting data from all sampled agencies within the state; it does mean that the state UCR program will be able to receive data from the sampled agencies once those local agencies are able to report them. Proposals for an implementation award must specify the need for and cost of each major component of a state program designed to collect and process IBR data from local law enforcement agencies and report those data to the FBI's NIBRS. These components include, but are not limited to, hardware, software, and telecommunications and bandwidth needs; direct and contractual personnel costs necessary for carrying out proposed program activities (not to exceed the length of the funding period); agency staff development and training; and technical support from outside professionals. The activities conducted under an Implementation Project award should be completed within a maximum of 36 months.

Statement of Work and Deliverables

- 1) **CATEGORY 1: PLANNING.** Applicants for planning awards should document the approach they will take in determining how to establish or expand a NIBRS-compliant state incident-based crime reporting program. The expansion should include moving from the flat file submission format to the IEPD format, version 3.2. The application should include how the applicant will assess the technical, human resource, and management needs for establishing a new state IBR program or expanding an existing program, and the costs associated with that assessment.

Applications should address how the agency will—

- a) assess the need for funds to enable the state program to collect incident-based crime data from at least the in-state members of the 400 NCS-X sample LE agencies and report NIBRS-compliant data to the FBI.
- b) assess the current status of incident-based crime reporting to the state UCR program and the increased burden that the state UCR program would experience if the LE agencies within the NCS-X 400 sample report their data.
- c) determine the increased technical capacity and system needs (e.g., hardware, software, telecommunications) necessary at the state agency to support the increased flow of incident-based crime data to the state.
- d) determine the additional staffing needs, both internal and external to the organization, during the transition period required to implement or expand a NIBRS-certified incident-based crime reporting program in the state, including the institutionalization of any new functions required as part of the process of establishing a new IBR program.

- e) determine the training staff will need during the transition period. These needs must correspond to the tasks staff must complete in direct support of the state IBR program.
- f) explore and resolve potential hurdles that must be overcome to enable the reporting of NIBRS-compliant data to the FBI.
- g) plan for collaborating with the NCS-X Implementation Team on project tasks, including any required outreach to stakeholders, technical assistance, project management, and deliverables identified by the applicant.
- h) develop a timeline for implementation and completion, including a detailed task plan and tentative dates for all major project milestones and deliverables.
- i) develop a detailed budget, including staffing, travel, and any subcontract costs associated with the project's tasks. This budget should cover the costs associated with the planning process. The final deliverable must include estimates of the costs associated with full implementation of the state program.
- j) plan for obtaining a letter of support from the designated authority of the state agency, indicating encouragement of the effort to report detailed crime-incident data at the state level, support for complying with the national NIBRS standards established by the FBI, and support for reporting data received from local law enforcement agencies to the FBI's NIBRS program. This letter of support is a required element of a final plan for implementing or expanding the NIBRS-compliant state IBR program.

Deliverables: The final deliverable is a detailed plan for establishing the state's NIBRS-certified program, including the full cost of implementation, which may serve as the basis for a subsequent application for federal assistance. Interim deliverables include those that the applicant identified in the funding proposal, as well as the letter of support identified in subsection j above, and all required award progress reports.

- 2) **CATEGORY 2: IMPLEMENTATION.** An applicant for an implementation award should document the need for funding to fully establish a new NIBRS-certified reporting program in the state or to expand an established NIBRS-certified program to accommodate data reporting from additional law enforcement agencies. The expansion should include moving from the flat file submission format to the IEPD format, version 3.2. This documentation should include a delineation of the need for funds to collect incident-based crime data from at least the in-state members of the 400 NCS-X sample LE agencies and report NIBRS-compliant data to the FBI. The proposal requesting funding should clearly identify the cost for each component of the overall request. **It is assumed that applicants seeking an implementation award have engaged in sufficient planning to reasonably identify those costs and ensure that the goals of the implementation award can be met.**

Applications should address—

- a) the increased burden associated with expanding NIBRS collection, with an emphasis on the NCS-X sample agencies in the state
- b) review and analysis of the current and anticipated technical capacity and system needs (e.g., hardware, software, telecommunications) at the state agency to support the request for grant funds

- c) additional staffing needs, both internal and external to the organization, during the transition period required to implement or expand a NIBRS-certified incident-based crime reporting program in the state
- d) a plan for absorbing the costs associated with any new functions required as part of the process of establishing a new IBR program after the end of the project period
- e) training needs during the transition period for staff who will directly support the IBR program
- f) how the implementation process will identify and address hurdles that must be overcome to enable NIBRS-compliant data to be reported to the FBI and the expected costs of addressing these concerns
- g) plan for collaborating with the NCS-X Implementation Team on project tasks, including any required outreach to stakeholders, technical assistance, project management, and deliverables identified by the applicant
- h) a plan for working with at least one of the NCS-X sampled agencies in the state to convert to incident-based reporting; in states establishing a new NIBRS component, that sampled LE agency should serve as the test agency for submitting data to the state program as part of the FBI's NIBRS certification process (not required in states that already have a NIBRS-certified component)
- i) a timeline for implementation and completion, including a detailed task plan and tentative dates for all major project milestones and deliverables, including recertification of the NIBRS data submission process by the FBI, if applicable.
- j) a detailed budget, including staffing, travel, and any subcontract costs associated with the project tasks.

Deliverables: Final deliverables include (1) documentation verifying that the state NIBRS program is certified by the FBI to report data to the national system, and (2) documentation that at least one NCS-X sampled agency is reporting incident-based data to the state UCR program. Interim deliverables include those identified by the applicant in the funding proposal and all required award progress reports.

All applicants—for both planning and for implementation awards—should briefly describe how each task proposed will be completed, as well as the estimated costs associated with each task. This task plan should include (1) a description of the specific strategies and approaches that will be used to complete the task; (2) a description of the capabilities and demonstration of the expertise that will enable the applicant to complete each of the tasks; and (3) cost estimates for performing the work. The application should sufficiently communicate the applicant's knowledge of the challenges and complexities associated with the proposed work.

Each application should include a discussion of the following set of tasks, in addition to any other tasks identified directly by the applicant.

- a) Project timeline: Each application is required to include a preliminary, detailed task plan and timeline for implementing the project. The timeline should include plans for a project kickoff meeting to be held shortly after the start of the award. For planning purposes, projects should start no sooner than January 2016. The kickoff meeting should be done via teleconference or video conference to save on travel costs. Based on the discussion with BJS and the NCS-X Implementation Team, the recipient will then revise, as needed, the detailed timeline provided in the application, including dates of completion for each

task, dates of delivery for any deliverables, dates of delivery for monthly status reports, and the dates of scheduled meetings, where applicable.

- b) Communication strategy: Each application should outline a communication strategy that will describe how the recipient of funds will provide project updates to BJS and the NCS-X Implementation Team, and describe how the project activities will be communicated to law enforcement agencies in the state, with special emphasis on the planned communications with NCS-X sampled agencies in the state. The communication strategy should include regular phone conferences with BJS, the FBI, and the NCS-X Implementation Team.
- c) Status reports: Along with required financial reports (see below), applicants must provide monthly, written reports that update the status of each task identified and report the progress made toward completion of each.

B. Federal Award Information

BJS anticipates making multiple awards for varying amounts and time periods, depending on the category under which the application is awarded. This solicitation offers two funding categories: Category 1: **Planning (Competition ID: BJS-2015-4253)**; and Category 2: **Implementation (Competition ID: BJS-2015-4254)**.

BJS may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Funding will be pursuant to a cooperative agreement between BJS and the recipient.

Type of Award⁴

BJS expects that it will make all awards from this solicitation in the form of a cooperative agreement, which is a particular type of grant used because BJS expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. Funding recipients will be required to work directly with the NCS-X Implementation Team in carrying out the project. See [Administrative, National Policy, and Other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

⁴ See generally 31 U.S.C. §§ 6301–6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Financial Management and System of Internal Controls

If selected for funding, the award recipient must—

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with an award recipient's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁵ The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#) Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Director of BJS may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

⁵ This limitation on use of award funds does not apply to the nonprofit organizations specifically named at Appendix C to 2 C.F.R. Part 230.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may affect negatively the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJS has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJS has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resumes/curriculum vitae of key personnel. For this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats. The requirements regarding page length and font size are described below.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

The project abstract is an important part of the application, and serves as an introduction to the proposed project. BJS uses the project abstract for a number of purposes, including the possible assignment of the application to a review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250–400 words. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with “Project Abstract” as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The program narrative section of the application should not exceed 30 double-spaced pages in a 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 30-page limit for the narrative section. The project abstract, table of contents, appendices, and government forms do not count toward the 30-page limit.

If the program narrative fails to comply with these length-related restrictions, BJS may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

Statement of the Problem

1. Applicant demonstrates a clear understanding of the problem and the goals of the solicitation.
2. Applicant demonstrates a general awareness of the current status of incident-based crime reporting among local law enforcement agencies in their own state and the ability and willingness of law enforcement agencies in their state to report NIBRS-compliant data to the state UCR program.
3. Applicant demonstrates understanding of the FBI’s NIBRS, the specifications required for NIBRS data, and the requirements for becoming a NIBRS-certified state reporting program.
4. Applicant demonstrates knowledge of the impediments to local law enforcement agencies to reporting incident-based data with all of the required NIBRS elements.

Project Design and Implementation

1. The grant activities included in the application articulate a clear plan to establish or expand a NIBRS-certified program. If applying for a planning grant, the application is focused on developing a blueprint for program implementation. If applying for an implementation grant, the application includes a well-developed plan for establishing or expanding a NIBRS-certified program. Activities outlined in the application address in detail the required elements indicated above in the section titled “Statement of Work and Deliverables.”
2. The proposed project is justified and feasible. Applicant clearly demonstrates the ability to accomplish the project tasks outlined in the proposal, and the ability to complete the tasks and meet the project goals within the proposed time frame.
3. The applicant demonstrates an awareness of potential pitfalls of the proposed project design and has suggested feasible and reasonable actions to minimize or mitigate those pitfalls.

Capabilities and Competencies

1. Applicant has provided sufficient justification that the proposed project staff (that is, the project lead and other individuals and organizations) identified in the application who will be significantly involved in supporting the activities outlined in the proposal have the necessary qualifications and experience to fulfill the goals of the project and to complete project tasks.
2. Applicant has demonstrated the ability of the applicant organization to manage the overall project effort.
3. Applicant has made a clear connection between the capabilities/competencies of the proposed project staff, including the applicant organization, and the scope of the proposed project and activities required to achieve the project goals.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Assess the needs associated with establishing or expanding a NIBRS-compliant incident-based reporting program.	Number of meetings and/or conference calls held.	<p>Number of meetings and/or conference calls held with the NCS-X Implementation Team.</p> <p>Number of meetings and/or conference calls held with applicable contract agencies or companies to clarify system needs at the state agency level.</p>
	Develop a plan as a result of an assessment.	Provide a plan as a result of assessing the technical capacity and system needs to establish a NIBRS-certified incident-based reporting program.
	Deliverables completed on time.	<p>Provide documentation of meetings with NCS-X Implementation Team members, including meeting minutes, and “next steps” identified during those meetings.</p> <p>Provide memos summarizing contacts and meetings with applicable contract agencies or companies and any “next steps” identified from those discussions.</p>
Coordinate with NCS-X Implementation team to receive training and technical assistance to support NIBRS reporting expansion activities.	Number of agencies receiving training and technical assistance.	Number of agencies (by type) receiving training and technical assistance from the NCS-X Implementation Team.
	Number of agencies requesting technical assistance.	Number of agencies (by type) requesting technical assistance from the NCS-X Implementation Team.
	Number of training hours received.	Number of training hours received from the NCS-X Implementation Team.
	Number of agencies that apply for certification as a result of technical assistance.	Number of agencies (by type) that apply for NIBRS certification as a result of technical assistance from the FBI CJIS Division staff.

Establish a NIBRS-certified incident-based reporting program in the state (if applicable).	<p>Deliverables completed on time.</p> <p>Deliverables that meet expectations.</p>	<p>Provide letter of support from the designated authority of the state agency in support of program activities.</p> <p>Submit a complete, feasible, and high-quality plan for developing a state incident-based crime reporting program that is certified by the FBI to report data to NIBRS.</p> <p>Provide documentation verifying that at least one NCS-X sampled agency has reported IBR data to the state program.</p>
Expand current NIBRS-compliant program to accept additional IBR data from LE agencies in the state (if applicable).	<p>Number of deliverables that meet expectation.</p>	<p>Provide a comprehensive outline for the components of a plan to expand capacity to receive additional IBR data in the state Submission of the outline to the BJS program manager for review and approval.</p> <p>Documentation verifying that the state program is certified by the FBI to report incident-based data to NIBRS.</p> <p>Documentation verifying that at least one NCS-X sampled agency has reported IBR data to the state program.</p>
	<p>Number of agencies submitting quality records to state repository.</p>	<p>Number of local law enforcement agencies submitting IBR data to the state NIBRS.</p> <p>Provide list of local law enforcement agencies reporting IBR data to the state.</p>

BJS does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJS will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. BJS expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be sound mathematically, and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

IMPORTANT NOTE: BJS requires that the application include a separate Budget Detail Worksheet and Budget Narrative for each proposed subcontractor or subrecipient of funds associated with the proposed program.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small-purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs approvals, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grantmaking agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grantmaking agency, you must email the following information to OJPComplianceReporting@usdoj.gov when you submit your application:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the past 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point-of-contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the past 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” for finding federal funding opportunities and applying for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user

password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJS strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the types of files if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point-of-contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.734, titled "Special Data Collections and Statistical Studies" and the funding opportunity number is BJS-2015-4247.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
- 7. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application, and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problems that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and time frames.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJS will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [Grants.gov Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then the applicant must email the BJS contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking numbers). **Note: BJS does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit the application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation (60%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁶

⁶ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJS reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJS may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJS and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities

6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of BJS, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, that are included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁷ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms,

⁷ See *generally* 2 C.F.R. 200.300 (for a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

or conditions relating to intellectual property, data/information sharing or access, or information security; audit requirements, expenditures, and milestones; or publications and press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [Funding Resource Center](#).

As stated above, BJS expects that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJS.

In addition to any "federal involvement" conditions, OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award, consistent with OJP policy and guidance on "conference" approval, planning, and reporting.

BJS awards under this kind of solicitation will also typically include a number of special conditions including, among others, the following four:

- First, the project will be funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of BJS in providing information, guidance, and direction relative to special data collections and the development of statistical studies. BJS will exercise general approval over the entire project subject to the recipient's rights to disclose and publish certain information after review and comment by BJS, as set forth in this memorandum.
- Second, the award recipient will agree that no funds provided may be used to author or prepare reports, journal articles, speeches or studies, or other publications without the prior written approval of BJS, regardless of whether the data used in the publications or other releases are publicly available.
- Third, the FBI UCR Program will retain all rights to use of the NIBRS data until the FBI releases the public use dataset, which will be available upon request. Once the FBI publishes the data and closes out a reporting year, the data are submitted to the National Archive of Criminal Justice Data at the University of Michigan where the public can access it.
- Fourth, the award recipient will retain a non-exclusive use of any methodological findings derived by the recipient or BJS from the project subject to the following condition: Only with the prior review and written comment by BJS, which includes the mutual agreement on the representation of BJS methodologies, may the recipient publicly disclose its or BJS's methodologies derived from the project prior to the release of the dataset. Such

review and comment period shall not exceed 45 days of receipt of the proposed publication. Any such disclosures of the Recipient's or BJS's methodologies must be public in nature and contribute meaningfully to the development and advancement of social science research. Public disclosure may include, but is not limited to, presentations at professional conferences and meetings, articles appearing in widely distributed publications, Internet postings or similar outlets that constitute a broad public release of the methodological information.

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200 Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative requirements of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email address is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the appropriate number or email address listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. Note: Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

APPENDIX – State UCR Programs

Alabama

Alabama Criminal Justice Information Center
Suite 300
201 South Union Street
Montgomery, Alabama 36130
(334) 517-2400
www.acjic.alabama.gov

Alaska

Alaska Department of Public Safety
Criminal Records and Identification Bureau
5700 East Tudor Road
Anchorage, Alaska 99507
(907) 269-5526
www.dps.alaska.gov/statewide/ucr.aspx

Arizona

Uniform Crime Reporting Program
Arizona Department of Public Safety
Post Office Box 6638
Phoenix, Arizona 85005-6638
(602) 223-2488
www.azdps.gov

California

Department of Justice
Criminal Justice Statistics Center
Post Office Box 903427
Sacramento, California 94203-4270
(916) 227-3546
<http://oag.ca.gov/crime>

Florida

Florida Department of Law Enforcement
FCIC Audit and Data Collection Unit
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 410-7121
www.fdle.state.fl.us

Georgia

Georgia Crime Information Center
Georgia Bureau of Investigation
Post Office Box 370748
Decatur, Georgia 30037-0748
(404) 270-8454
<http://gbi.georgia.gov/georgia-crime-information-center>

Hawaii

Crime Prevention and Justice Assistance Division
Department of the Attorney General
Suite 401
235 South Beretania Street
Honolulu, Hawaii 96813
(808) 586-1445
<http://ag.hawaii.gov/cpja/>

Illinois

Illinois State Police
801 South Seventh Street, 300 South
Springfield, Illinois 62703-2487
(217) 557-6482
www.isp.state.il.us

Louisiana

Louisiana Commission on Law Enforcement
Uniform Crime Reporting and Incident-Based Reporting
Law Enforcement Management Information System
Post Office Box 3133
Baton Rouge, Louisiana 70821
(225) 342-1569
lcle.state.la.us

Maine

Records Management Services
Uniform Crime Reporting Division
Maine Department of Public Safety
Maine State Police
Suite 1
45 Commerce Drive
Augusta, Maine 04333
(207) 624-7276
www.maine.gov/dps/

Maryland

Central Records Division
Maryland State Police
1711 Belmont Avenue
Baltimore, Maryland 21244
(410) 298-3444
msp.ucr@maryland.gov

Massachusetts

Crime Reporting Unit
Massachusetts State Police
124 Acton Street
Maynard, Massachusetts 01754
(978) 451-3731
www.mass.gov

Minnesota
Minnesota Justice Information Services
Bureau of Criminal Apprehension
Minnesota Department of Public Safety
1430 Maryland Avenue East
St. Paul, Minnesota 55106-2802
(651) 793-2400
www.bca.state.mn.us/

Missouri
Missouri State Highway Patrol
Criminal Justice Information Services Division
Post Office Box 9500
Jefferson City, Missouri 65102-9500
(573) 526-6278
<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/>

Nebraska
Nebraska Crime Commission
Post Office Box 94946
Lincoln, Nebraska 68509-4946
(402) 471-3982
www.ncc.state.ne.us

Nevada
Nevada Department of Public Safety
General Services Division
Suite 100
333 West Nye Lane
Carson City, Nevada 89706
(775) 684-6222
www.nvrepository.state.nv.us

New Jersey
Uniform Crime Reporting Unit
New Jersey State Police
Post Office Box 7068
West Trenton, New Jersey 08628-0068
(609) 882-2000 x2382
www.njsp.org

New York
Office of Justice Research and Performance
New York State Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, New York 12210-8002
(518) 485-7942
<http://www.criminaljustice.ny.gov/>

North Carolina
Crime Reporting and Criminal Statistics
State Bureau of Investigation
Post Office Box 29500
Raleigh, North Carolina 27626-0500
(919) 662-4509
www.ncdoj.gov

Ohio⁸
Ohio Department of Public Safety
Office of Criminal Justice Services
1970 West Broad Street
Columbus, Ohio 43223
(614) 644-6797
www.ocjs.ohio.gov

Oklahoma
Uniform Crime Reporting Section
Oklahoma State Bureau of Investigation
6600 North Harvey, Suite 300
Oklahoma City, Oklahoma 73116
(405) 879-2533
www.ok.gov/osbi/

Oregon
Oregon Uniform Crime Reporting
Criminal Justice Information Services Division
Oregon State Police
3772 Portland Road NE
Building C
Salem, Oregon 97301
(503) 934-2342
www.oregon.gov/osp/cjis

Pennsylvania
Bureau of Research and Development
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110
(717) 783-4776
<http://ucr.psp.state.pa.us>

⁸ The Ohio State UCR Program collects data only from agencies that report via the National Incident-Based Reporting System. Ohio agencies that use the Summary Reporting System submit UCR data directly to the FBI.

Texas
Uniform Crime Reporting
Crime Information Bureau
Texas Department of Public Safety
Post Office Box 4143
Austin, Texas 78765-4143
(512) 424- 2418
www.txdps.state.tx.us

Utah
Uniform Crime Reporting
Bureau of Criminal Identification
Utah Department of Public Safety
3888 West 5400 South
Salt Lake City, Utah 84129
(801) 965-4454
<http://publicsafety.utah.gov/bci/index.html>

Washington
Criminal Justice Information Support
Uniform Crime Reporting Program
Washington Association of Sheriffs and Police Chiefs
3060 Willamette Drive, NE
Lacey, Washington 98516
(360) 486-2380
www.waspc.org

Wisconsin
Uniform Crime Reporting Program
Bureau of Justice Information and Analysis
Wisconsin Department of Justice
Post Office Box 2718
Madison, Wisconsin 53701-2718
(608) 266-7185
www.doj.state.wi.us/dles/bureau-justice-information-and-analysis

Wyoming
Wyoming State Attorney General's Office
Division of Criminal Investigation
208 South College Drive
Cheyenne, Wyoming 82002
(307) 777-7625
<http://attorneygeneral.state.wy.us/dci/>

Application Checklist

2015 National Crime Statistics Exchange (NCS-X) Implementation Assistance Program: Phase I – Support for State Programs

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 23)
- _____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 24)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 24)
- _____ Download Funding Opportunity and Application Package (see page 24)
- _____ Sign up for Grants.gov [email](#) notifications (optional) (see page 23)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received
- _____ (2) application has either been successfully validated or rejected with errors (see page 25)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact BJS regarding experiencing technical difficulties (see page 25)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Eligibility Requirement: Eligible applicants are limited to (1) the 28 State Uniform Crime Reporting (UCR) Programs identified in the appendix to this solicitation or (2) a state agency in Indiana, Mississippi, or New Mexico (states that currently do not have a state UCR program) that will be officially designated as responsible for collecting incident-based data from local law enforcement agencies and reporting those data to the FBI's NIBRS. These states either do not have an incident-based crime reporting component that is certified by the FBI to submit data to NIBRS, have a program that is NIBRS-certified but fewer than 80% of the law enforcement agencies in the state report incident-based data to the program, or do not have a state UCR program at this time.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Project Abstract (see page 16)
- _____ Program Narrative (see page 16)
- _____ Budget Detail Worksheet (see page 19)
- _____ Budget Narrative (see page 20)

- _____ Employee Compensation Waiver request and justification (if applicable) (see page 14)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 20)
- _____ Tribal Authorizing Resolution (if applicable) (see page 21)
- _____ Applicant Disclosure of High Risk Status (see page 21)

- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 21)
 - _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 22)